

Town of Herndon

Residential Permit-Parking Program

What is Residential Permit-Parking?

To assist residents who experience difficulty parking on public streets near their homes, the Herndon Town Council passed the Residential Permit-Parking Ordinance.

ZONE DESIGNATION: Creating a permit-parking zone requires designation by the Town Council. The Council will consider resident-initiated requests in areas where 60% of the residents in the zone sign a petition in favor of the designation. The Town Council will allow residents to comment at a public hearing before creating an active permit-parking zone. The Town will also conduct a block-by-block survey to verify that conditions warrant this designation.

The ordinance takes effect only in zones specifically designated by the Town Council. Once a zone is active, residents will receive written notice of the new permit parking restrictions and how they can acquire permits. The Town will post signs in these zones to alert drivers to the need to display a parking permit. Permits are not needed to park on privately owned lots.

COST: Most types of permits will cost the resident \$5 each (guest permits are issued free of charge). A separate permit is required for each vehicle. A short description of each permit can be found on the following pages.

PENALTIES: On-street parking in a designated zone without a permit carries a fine of \$100.

REMOVAL OF DESIGNATION: To remove a permit parking zone designation, the Town must receive a petition signed by 65% of zone residents requesting action by the Town Council. A Town survey must indicate that conditions no longer justify parking restrictions.

Types of Permits

- **Residential:** Authorization for parking the vehicle of a person whose primary residence is in the permit-parking zone. The permit must be displayed on the lower left rear window of the driver's side of the vehicle. A residential permit is valid for one year and must be renewed annually with the Town not later than April 30.
- **Visitor:** For longer-term visitors, a resident of a permit-parking zone may apply for up to two (2) visitor parking passes at any one time. These passes may be issued for a period not to exceed 14 days. As with other permits which are temporary in nature, this permit will be a placard which shall be placed in the rear window on the driver's side while the car is parked within the permit-parking zone.
- **Temporary:** This permit accommodates on-street parking needs for the vehicle of any person doing business with or performing personal services on a sustained basis for that resident. Temporary permits are valid for the estimated time required to complete the business or services or for a maximum of 30 days. Service vehicles requiring access to a residence for fewer than eight hours and all vehicles owned by a public entity are exempted from permit requirements.
- **Home-based business:** A resident operating a lawful home-based business may apply for up to six permits for employees or customers of the home-based business. Home-based business operators will be identified during the application process and must request their desired number of permits when

returning the confirmation information to the Town. This permit is valid for one year with a term expiring April 30 and must be renewed annually.

- **Guest:** To accommodate family or social gatherings of up to 48 hours, a resident may apply for an unlimited number of guest permits. The valid dates for the pass will be indicated. A guest permit provides temporary authorization for use of on-street parking and is not renewable. The Town may refuse to honor repeated requests from the same residence or require a longer-term visitor's permit if appropriate.

How Do I Get a Permit?

When a zone is approved, the Town will mail all residents who have a current Town of Herndon auto decal a confirmation form to apply for parking permits. The confirmation form asks for the driver's license number of the principal driver and the vehicle license number. The Town will issue the appropriate permits to residents upon the return of the form and \$5 per permit requested. Inoperable vehicles and vehicles that are not registered with the Town are not eligible for long-term parking permits. Annual renewals will be mailed to residents in a similar fashion. Other permits may be requested at the Herndon Municipal Center. Guest permits will be available outside of normal business hours at the Neighborhood Resource Center and the Police Department dispatch office.

What you should know BEFORE you sign a parking petition

- Understand the parking zone boundaries. Permit holders may legally park on any public street within their zone.
- The petition helps demonstrate public support for a permit-parking zone. Residents who live in a proposed zone may comment in favor of, or against, designation as a permit-parking zone at a public hearing before the Town Council.
- Once established, a permit zone is active 24 hours per day, 7 days per week.
- The penalty for on-street parking in a permit-parking zone without a valid permit is a \$100 fine.
- Your visitors will also need a permit for on-street parking.
- You will need a separate permit for every vehicle you wish to park on the street.
- Permits cost \$5 each (there is no charge for short-term guest permits).
- There are 5 different types of permits for different uses. Regular use permits must be renewed every year.
- No permit is required to park in your driveway. The restrictions will be effective only on public streets.
- Separate zoning ordinances impact parking in your yard. You may not park on grass or unpaved surfaces. There are also limits on the amount of your property that can be covered by hard surfaces. Please call the Community Development Department (703-787-7380) with questions about these ordinances.

Office Hours for Permit Distribution

Herndon Municipal Center

(777 Lynn Street)

Hours: Mon - Fri, 8:00 a.m. - 5:00 p.m.

All permit types

Neighborhood Resource Center

(1086 Elden Street)

Hours: Mon - Fri, 8:00 a.m. - 9:00 p.m., and Sat, 10:00 a.m. - 2:00 p.m.

Guest Permits ONLY

Herndon Police Department Dispatch Office

(1481 Sterling Road)

Hours: Sunday (all day)

Saturday, 2:00 p.m. forward

Mon - Fri, 9:00 p.m. - 8:00 a.m.

Guest Permits ONLY

Additional information is available in a packet from the Town ("Residential Permit Parking Ordinance: Program Information and Procedures") or by calling the Neighborhood Improvement Specialist at 703-435-6829.